

READVERTISEMENT

***Please note update salary and location information.**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

July 9, 2008

4 Page Document

TITLE:	Independent Living Specialist
POSITION NO:	70319
LOCATION:	Child & Family Services Division, location to be determined
STATUS:	Part-Time/Permanent (30 hrs/wk)
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$13.72 - \$15.43/hrly
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, July 23, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This is a part-time position, working 30 hours a week. The location for this position is negotiable and may be determined by the successful candidate. Options include Butte (preferred), Anaconda, Bozeman, Helena, or Livingston. This position is a modified position. Continuation of this position is based on available funding of the 2009 legislative session. This position is challenging and fast-paced. Job responsibilities demand the incumbent be emotionally stable and have a great deal of self-control and confidence. The incumbent may frequently deal with uncooperative clients. A resume is required at the time of application.

Travel throughout Montana may be extensive, with occasional overnight stays required. The position requires a valid Montana driver's license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:

All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position identifies and works with children who are likely to remain in foster care until 18 years of age; helps children make the transition to self-sufficiency by providing services such as assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention). Provides personal and emotional support to children aging out of foster care, through mentors and the promotion of interactions with dedicated adults; completes paperwork to provide financial assistance, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients (between 18 and 21 years of age) to complement their own efforts to achieve self-sufficiency.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of social problems, substance abuse, child development, illnesses and disabilities, principles and techniques of social casework; problem resolution; community organization; and computer applications such as Word.

Skills: Skill in case management and planning; interviewing and intervention with individuals, families, and other professionals; conducting meetings; diplomacy; effective oral and written communication; and the use of a personal computer.

Abilities: Ability to identify problems in social functioning; develop and implement plans with individuals experiencing problems in social functioning; evaluate the success or failure of plans; establish and maintain effective working relationships with employees, other agencies, and the public; work as a member of a team; and seek and accept supervision.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in social work **OR** a Bachelor's degree in a related human services field.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. A resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.